

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 000002		3. EFFECTIVE DATE See block 16C		4. REQUISITION/PURCHASE REG. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Johnson Space Center Attn: Mandy Kuehn 2101 NASA Parkway Houston, TX 77058-3696			CODE JSC	7. ADMINISTERED BY (If other than Item 6) NASA/Johnson Space Center Attn: Gisela Moreno 2101 NASA Parkway Houston, TX 77058-3696		CODE JSC
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code)				(X)	9A. AMENDMENT OF SOLICITATION NO. NNJ14499347R	
				X	9B. DATED (SEE ITEM 11) 06/09/2014	
					10A. MODIFICATION OF CONTRACT/ORDER NO.	
					10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

()	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER: Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

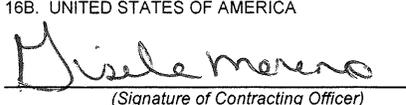
Mail and Duplication Support Services (MADSS) Contract

The purpose of Amendment 2 is to:

1. Incorporate Federal Acquisition Regulation (FAR) Clause 52.222-99, Establishing a Minimum Wage for Contractors (JUNE 2014) (DEVIATION) into Section 2 of the Request for Proposal.
2. Sample Task Order 3 - Mail and Distribution Services is deleted in its entirety and replace with the attached.

Refer to the changes page attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gisela Moreno	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		 (Signature of Contracting Officer)	7/1/14

2.25 52.222-99 Establishing a Minimum Wage for Contractors (JUNE 2014) (DEVIATION)

This clause implements Executive Order 13658, Establishing a Minimum Wage for Contractors, dated February 12, 2014, and OMB Policy Memorandum M-14-09, dated June 12, 2014.

(a) Each service employee, laborer, or mechanic employed in the United States (the 50 States and the District of Columbia) in the performance of this contract by the prime Contractor or any subcontractor, regardless of any contractual relationship which may be alleged to exist between the Contractor and service employee, laborer, or mechanic, shall be paid not less than the applicable minimum wage under Executive Order 13658. The minimum wage required to be paid to each service employee, laborer, or mechanic performing work on this contract between January 1, 2015, and December 31, 2015, shall be \$10.10 per hour.

(b) The Contractor shall adjust the minimum wage paid under this contract each time the Secretary of Labor's annual determination of the applicable minimum wage under section 2(a) (ii) of Executive Order 13658 results in a higher minimum wage. Adjustments to the Executive Order minimum wage under section 2(a) (ii) of Executive Order 13658 will be effective for all service employees, laborers, or mechanics subject to the Executive Order beginning January 1 of the following year. The Secretary of Labor will publish annual determinations in the Federal Register no later than 90 days before such new wage is to take effect. The Secretary will also publish the applicable minimum wage on www.wdol.gov (or any successor website). The applicable published minimum wage is incorporated by reference into this contract.

(c) The Contracting Officer will adjust the contract price or contract unit prices under this clause only for the increase in labor costs resulting from the annual inflation increases in the Executive Order 13658 minimum wage beginning on January 1, 2016. The Contracting Officer shall consider documentation as to the specific costs and workers impacted in determining the amount of the adjustment.

(d) The Contractor Officer will not adjust the contract price under this clause for any costs other than those identified in paragraph (c) of this clause, and will not provide price adjustments under this clause that result in duplicate price adjustments with the respective clause of this contract implementing the Service Contract Labor Standards statute (formerly known as the Service Contract Act) or the Wage Rate Requirements (Construction) statute (formerly known as the Davis Bacon Act).

(e) The Contractor shall include the substance of this clause, including this paragraph (e) in all subcontracts.

(End of clause)

[End of Section]

MAIL AND DISTRIBUTION SERVICES Sample Task Order 3

Period of Performance:

March 1, 2015 – February 28, 2016

Scope and Purpose:

The Contractor hours of operation will be 7 am thru 4:30 pm, alternating 5 and 4 days a week on a flex schedule. The Contractor shall provide JSC mail pick-up and delivery of official and unofficial mail from the local Post Office at 10:00 a.m., 11:30 a.m. and 2:30 p.m. in accordance with U.S. Postal Service guidelines. The Contractor shall provide the following services:

- X-ray all incoming Center mail.
- Process all incoming tray/tub mail
 - Sort and set aside official "fan" mail; city, state and Federal Government mail; and all other official correspondence. Open and screen all suspicious mail in any of these categories using the Bio Hazard Cabinet.
- Provide the JSC mail pickup, process and delivery of mail, according to the Government established mail routes, from various on and off site locations at 8 a.m. and 1:00 p.m. daily. Mail service are provided for each building on one of the two daily routes (8 am or 1 pm), with the exception of building 1 which receives twice a day mail service.
- Provide a courier service which delivers twice daily between the hours of 8:30 a.m. thru 10:30 a.m., and 12:30 p.m. thru 2:30 p.m. to various building and Space Center Houston.
- Process all official incoming and outgoing mail, including registered, certified, insured, postal express, international and priority mail, in compliance with U.S. Postal Service domestic and international mail regulations, JSC Export Control and NASA policies, and JSC Mail handling procedures. Process Federal Express mail for the JSC Transportation Department, and prepare postal logs and applicable postal forms required for each of the specific type of mailings.
- Advise and assist customers as required, and wrap and prepare official packages for mailing, including affixing metered postage to U.S. Postal Service mailings.
- Serve as the central point for incoming and outgoing secret and confidential classified material, and process incoming, outgoing, and JSC internal classified mail.
 - Handle classified documents in accordance with JSCM 1600D "JSC Security Manual," and establish and maintain a database for proper and efficient control of classified documents.
 - Assign control numbers, maintain an accurate control log, prepare appropriate forms, produce meters reports, track incoming and outgoing mail, and prepare classified documents and mailings for delivery.

- In response to any emergency directive, the Contractor shall provide all required support. Security clearances shall be required for some of the employees who work in this area.
- Distribute printed documents and information from other NASA organizations.
- Create and maintain a database for distribution requests that contains the requestors name and organization, distribution, volume, control number, title and schedule information (received and outgoing completion dates).
- Operate and act as custodian of Government provided equipment, including periodic inspection of interiors to ensure maximum operational efficiency while maintaining professional appearance.

Estimated Pieces of Mail

3,149,349 million

Postage Metering and Centralized Account Processing System (CAPS) Account

\$110,500.00

Estimated Supplies

\$7,500

Performance Metrics

The performance objectives in support of this order will be evaluated in accordance with Section 1.09 using Performance Metric Table 4.2B for the evaluation of the incentive fee.